

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-59-90-21

TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED

12-12-90

1. FROM (Agency or establishment)

Department of State

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION

Bureau of Educational and Cultural Affairs

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Betty F. Bates

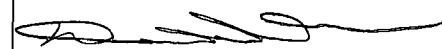
5. TELEPHONE EXT.

647 - 6018

DATE

12/20/90


ARCHIVIST OF THE UNITED STATES



6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 5 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE 11/17/90	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D. TITLE Marria Braden, Acting Chief Records Management Branch
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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	<p align="center"><u>OFFICE OF AFRICAN PROGRAM</u> <u>(CU/AF)</u></p> <p><u>Records of the Chief of African Programs, 1962-1963.</u></p> <p>Arranged alphabetically by subject. Letters, memorandums, circulars, airgrams, telegrams, meeting summaries, program and policy proposals, reports, requests for security information and other material. The records deal with the broad subject of educational and cultural programs in Africa.</p> <p>Volume: 1 cubic foot Annual accumulation: 0</p> <p>WNRC Acc. No. 59-071A2100 box 160</p> <p>PERMANENT. Transfer to the National Archives in 1993 or sooner if negotiated between the Department of State and National Archives.</p>		
2.	<p><u>Records of the Chief of the Leaders and Specialists Division.</u></p> <p>Arranged by subject. Memorandums, reports, cablegrams, summaries of discussions, despatches, orders, minutes of meetings, program handouts, questionnaires, charts, surveys, studies, pamphlets, and other material. Records relate to program critiques, program funding, selection of grantees,</p>		

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	<p>criteria for assignments, grantee problems, and program policies and planning.</p> <p>Volume: 4 cubic feet Annual accumulation: 0</p> <p>WNRC Acc. No. 59-64A561 boxes 2-5</p> <p>PERMANENT. Transfer to the National Archives in 1993 or sooner if negotiated between the Department of State and the National Archives.</p>		
3.	<p><u>Grantee Files, 1964-1966.</u></p> <p>Arranged chronologically by year and thereunder alphabetically by name. Memorandums, letters, airgrams, telegrams, biographical data sheets, itineraries, program outlines, sponsor's reports, and final reports. Records relate to visits of grantees to the U.S. under the Leaders and Specialists Program.</p> <p>Volume: 3 cubic feet Annual accumulation: 0</p> <p>WRNC Acc. No. 59-70A4521, boxes 23 (part), 24-25, 26 (part)</p> <p>PERMANENT. Transfer to the National Archives in 1996 or sooner if negotiated between the Department of State and the National Archives.</p>		
4.	<p><u>Country Files, 1961-1966.</u></p> <p>Arranged chronologically by year and thereunder roughly alphabetically by country. Memorandums, letters, memorandums of conversation, airgrams, telegrams, despatches, lists, biographic information, reports, clippings and briefing material. Records relate to educational and cultural affairs program activities in Africa.</p> <p>Volume: 4 cubic feet</p> <p>WNRC Acc. No. 59-70A4521 boxes 22, 23 (part), 26 (part), 27-28</p> <p>PERMANENT. Transfer to the National Archives in 1996 or sooner if negotiated between the Department of State and the National Archives.</p>		

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5.	<p style="text-align: center;">PLANS AND DEVELOPMENT STAFF EVALUATION BRANCH (CU/PDS/EV)</p> <p><u>Reports on Results of Educational and Cultural Exchange, 1956-1959</u></p> <p>Arranged by global region and thereunder alphabetically by city or country. Letters, memorandums, despatches, clippings, and pamphlets. The files cover the substantive contributions of foreign exchange students after their return home</p> <p>Volume: 3 cubic feet Annual accumulation: 0</p> <p>WRNC Acc. No. 59-64A561 boxes 88, 89, and 90 (part)</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		
6.	<p><u>Miscellaneous Files, 1955-1960.</u></p> <p>Arranged by a numerical filing system. Students' letters, memorandums, minutes of meetings, and other material. Records cover the effectiveness of the Washington Orientation Program in preparing foreign students for culture shock as well as student experiences.</p> <p>Volume: 3 inches Annual accumulation: 0</p> <p style="text-align: center;">64AS61</p> <p>WRNC Acc. No. 59-70A4521 box 90 (part)</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		
7.	<p><u>Reports on Educational and Cultural Exchange, 1956-1959.</u></p> <p>Arranged by global regional and thereunder by city or country. Letters, telegrams, despatches, and reports relating to privately sponsored American specialists' visits to foreign countries under exchange programs.</p> <p>Volume: 4 cubic feet Annual accumulation: 0</p> <p style="text-align: center;">64AS61</p> <p>WRNC Acc. No. 59-70A4521 boxes 91-94</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		

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8.	<p><u>Miscellaneous Files, 1947-1960.</u></p> <p>Arranged by subject. Letters, memorandums, itineraries, handouts, evaluations, surveys, reports and studies. Records documents plans and activities of the Evaluations Branch.</p> <p>Volume: 2 cubic feet Annual accumulation: 0</p> <p>WRNC Acc. No. 59-70A452^{64A56}1 boxes 95- 97 (part)</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		
9	<p><u>Reports on Program Results, 1956-1959</u></p> <p>Arranged by global region and thereunder by city or country. Letters, memorandums, despatches, clippings, newsletters, pamphlets, evaluations, and reports. Records relate to program results in Europe, the Near East, the Far East, and Latin America.</p> <p>Volume: 7 cubic feet Annual accumulation: 0</p> <p>WRNC Acc. No. 59-70A452^{64A56}1 boxes 97 (part), 98-101, 102 (part), 103, and 104 (part)</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		
10.	<p><u>Records on the Evaluation of the Washington Orientation Program, 1953-1960.</u></p> <p>Unarranged Letters, memorandums, despatches, clippings, evaluations, and reports concerning the operation of the Washington Orientation Program.</p> <p>Volume: 5 inches Annual accumulation: 0</p> <p>WRNC Acc. No. 59-70A452^{64A56}1 box 102 (part)</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		

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11.	<p><u>American Studies Files, 1953-1960.</u></p> <p>Arranged by global region and thereunder by city or country. Letters, memorandums, despatches, bulletins, questionnaires, lists, surveys, lecture excerpts, summaries, studies, and reports.</p> <p>Volume: 2-1/2 cubic feet Annual accumulation:</p> <p>WRNC Acc. No. 59-70A-4521^(64AS6) box 104 (part), 105, 106</p> <p>PERMANENT. Transfer to the National Archives immediately.</p>		